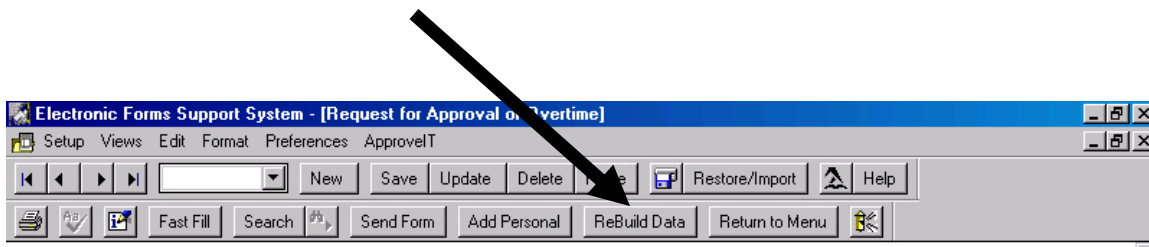


## AEFSS (FORMFLOW) UPDATE (13 February 2004)

The SD 179-R, Request for Overtime, has been modified to allow an approval date to be entered. **When the form is opened for the first time, the database has to be rebuilt so the form data can be saved.**

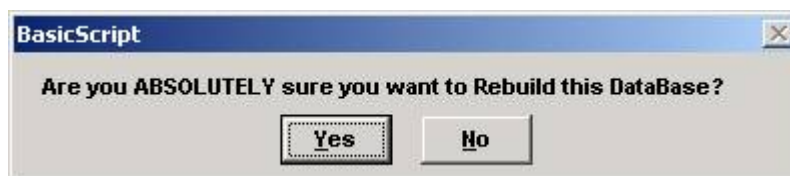
- Open the Local Forms Menu
- Open the SD 179-R
- Select the *Rebuild Data* button from the toolbar



The screenshot shows the 'Electronic Forms Support System - [Request for Approval of Overtime]' window. The toolbar contains buttons for 'New', 'Save', 'Update', 'Delete', 'Print', 'Restore/Import', and 'Help'. Below these are buttons for 'Fast Fill', 'Search', 'Send Form', 'Add Personal', 'ReBuild Data', and 'Return to Menu'. A black arrow points to the 'ReBuild Data' button.

REQUEST FOR APPROVAL OF OVERTIME (SDDC Reg 37.4)		DATE OF REQUEST 13 Feb 2004
<small>INSTRUCTIONS: The requesting Office will submit in triplicate all overtime requests through the approving authorities to the Comptroller for review. Upon completion of review, Comptroller will return the copies to the appropriate directorate or office. Signatures indicate coordination and/or approval. A separate form is required to cover each bi-weekly pay period where overtime or compensatory time is requested. The CCC and CAC numbers for SDDC are listed in the Appendix to Section III, Chapter 10, SDDC Staff Regulations. All other columns are self-explanatory. If more space is required, plain bond paper may be used as a continuation sheet.</small>		
FROM: (Requesting Director or Office Chief)	WORK CENTER CODE	TELEPHONE NUMBER

- Click Yes, when prompted to Rebuild this Database



A BasicScript dialog box with the title 'BasicScript'. The text inside reads: 'Are you ABSOLUTELY sure you want to Rebuild this DataBase?'. There are two buttons: 'Yes' and 'No'.